

**REQUEST FOR SERVICE****FedSource – Denver**

Box 25305, Bldg. 41, RM 137
 Denver Federal Center
 Denver, CO 80225
 (303)236-1942 (303)236-0016 FAX

Human Resources Task Order

1. Your agency control number (if needed): _____ Date: _____

2. FedSource contract: (assigned by FedSource)	3. FedSource task order: (assigned by FedSource)
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4. Task type? Fixed price _____ Labor Hours _____ Time & Materials _____

NOTE: If labor hours or time & materials, estimated number of hours by service/skill is required in block 15.

5. Requesting agency name/address/phone number: _____

FedSource IA (customer) #: DEN _____

6. Agency project officer (must return signature page of attached Guidelines):

Name:	Email address:	Address:
Office symbol:	Room number:	
Phone number:	Fax number:	
Alternate Name:	Phone number:	Email address:

7. Place of performance, if different than block 5: _____

8. Required services/deliverable for government acceptance and payment: _____

9. Certifications, license, physical requirements or other expertise required: _____

10. Procedures/instructions/regulations to be followed to meet performance standard and provide deliverables: _____

11. Performance Standard to monitor progress/performance of services and make payment: _____

12. Equipment and facilities to be provided by the Government, when necessary for performance of specific tasks; e.g., access to Government computer network for data entry:

13. Security clearance required? No ☐ Yes ☐ What level? _____
 Security POC name _____ Phone number _____ Email _____
 Police check? No ☐ Yes ☐ Driving Record Check No ☐ Yes ☐

14. Safety issues involved/safety equipment required? Yes ☐ No ☐
 If yes, specify: _____ Reimbursable Yes ☐ No ☐

15. Government estimate on number of contractors required, identified by skill category:
 Skill Category _____ Number _____
 Hours per day: _____ Hours per week: _____ M Tu W Th F
 Hours of operation: _____ AM to _____ PM (_____ minute lunch between _____ and _____)
 Overtime authorized Yes ☐ No ☐ Dollar Estimate: _____ (must include in funding)

16. Period of performance: _____ through _____

17. Travel authorized No ☐ Yes ☐ Dollar Estimate: _____ (must include in funding)
 *When travel is authorized by the customer in a task order, the contractor will be reimbursed in accordance with the JTR. Charges will be billed against this task order.

18. Agency certification:
 The requesting agency certifies by signing this document that all applicable regulations and requirements have been met.

Signature of Project Officer: _____	Signature of Approving Official: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

19. Certification of availability of funds: (To be completed only if a funding document does not accompany this task order).

Funds Obligated: \$ _____ Date _____

Signature of Certifying Officer _____ Phone Number _____

Title of Certifying Officer _____ Fax Number _____

MANDATORY INFO REQUIRED: (If a separate funding document is not issued)

IPAC ALC: _____

Appropriation Data: Dept: _____ Symbol: _____
 Accounting Line: _____

If Military Funds: Limit: _____ Pay Station: _____
 Allotment: _____ Mgt. Structure: _____
 Operating Agency Code: _____ EOR Code: _____

Provide the following information as to how and where billing detail documents should be sent:

Name: _____

Phone #: _____ Fax #: _____

Address: _____

E-mail Address: _____

Preferred method of receiving billing information:

_____ by e-mail _____ by fax _____ by mail

ORDERING TERMS AND CONDITIONS

RESPONSIBILITIES: FedSource will review and evaluate requests for service and select the best contract vehicle to meet customer needs; issue task orders to vendors; resolve contractual problems, issues or disputes; ensure vendor compliance with terms and conditions of the contract; pay vendor invoices and bill customer for services. Customer agency will comply with procurement regulations and policy; comply with OMB Circular A-76 where applicable; properly obligate and certify fund availability; provide timely feedback to FedSource regarding any service problems with vendor; and receive and accept services in a timely manner.

REIMBURSEMENT FOR SERVICES: All funding documents are part of this agreement and all terms and conditions therein are incorporated by reference. A funding document must be executed before services can be delivered. Signature of these forms by the Agency obligates the agency's funds, and authorizes FedSource to provide and bill for services. Agencies will be billed **ONLY** for services requested and used, which will include costs to cover all direct and indirect costs of FedSource. Customer agency's costs will be billed monthly using the

Intra-Governmental Payment and Collection (IPAC) System. Payment by credit card or check is done on an exception basis and must be coordinated in advance. Supporting documentation for the billing will be provided. In accordance with requirements of Chapter 2.b.1. OMB Circular No. A-76, FedSource certifies that all products and services are priced under the full cost method and that the reimbursable rate is calculated in accordance with Part II of the referenced Circular.

DOD DETERMINATION & FINDINGS (D&F): A D&F is not required for interagency business conducted under Treasury Dept Appropriation Act 1997 (PL 104-208) as amended by Treasury Dept Appropriation Act 2003 (108-7).

TERMINATION: Task Order modifications and terminations should be made with sufficient advance written notification to permit appropriate resource adjustments to be made. The proposal will outline any fees associated with early termination based on the awarded contract. Contractor claims resulting from a termination issued under this clause will follow the Contractor Claims procedure specified elsewhere in this Agreement.

CONTRACTOR CLAIMS: In cases where Contractors claims arising from this order are upheld, legal remedy costs incurred by the Government (e.g., administrative, travel, staff time, etc.) in presenting its case will be borne by either FedSource or the ordering agency determined by the adjudicator as the responsible member. Where a Contractor claim, arising from this Agreement is not upheld, FedSource will, in good faith, pursue efforts to collect reimbursement for legal costs incurred by the Government from the Contractor. FedSource retains the right on how, if and when to enter into litigation or other means of collection. Parties to the order agree to abide by the adjudicator's decision on fair and reasonable cost determinations and payment responsibility obligations.

PROJECT OFFICER GUIDELINES

Absences (other than vacation): The contract employee calls the contractor as their employer; the contractor in turn calls to inform you, the customer, and asks if a replacement is needed. The employee may call the customer as a courtesy call, but they are still required to call the contractor.

Administrative functions: Contract employees are not allowed administrative leave for such functions as picnics, blood drives, luncheons, dedications, town hall meetings, etc. They are contracted to perform a function. If they are not performing that function, they are not entitled to pay and the Government is not billed.

Awards: Contract employees are not eligible to receive monetary awards, such as On The Spots, performance awards, etc. You can issue a letter of appreciation.

Background screening/Clearance: Any and all background screening or clearance required must be listed on the task order. Police checks/driving record checks or other background screening is done by the contractor and is billable. NACIs and Agency Specific Investigations are done by your security office. Secret/Top Secret clearances are handled by the contractor. Task order should state if contract employee can work while Agency Investigation, NACI, Secret or Top Secret clearance is being done.

Contract employees: May be brought into the government workplace to perform a specific task(s), not to fill a position.

Contractor responsibilities: Included, but not limited to, are salaries; benefits (insurance, vacation); training (unless task related specialized training is not available from contractor's sources); EEO guidance; counseling, behavior/performance problems; other training/guidance/assistance required by their employee.

Government Furnished Equipment: If the government furnishes equipment specifically for use by a contract employee, that contract employee should sign for the equipment and it should be added to the task order so the contractor is aware of their liability for loss or damage. Failure to notify the COTR in writing may relieve the Contractor of liability.

Government-Owned Vehicles (GOV): Contract employees are not normally authorized to operate a GOV due to liability. Exceptions can be granted but should be clearly indicated on the task order.

Government representation: Contract employees cannot perform tasks that require them to represent the Government in policy or decision making or in government functions such as EEO Committees, Savings Bonds or CFC Campaigns, Boards, etc.

Holidays: Non-exempt contract employees are entitled to the same holidays as Government employees. Full-time contract employees get 8 hours holiday pay. Part-time contract employees' holiday pay is prorated based on the hours worked during the week preceding the holiday. Exempt contract employees fall under the contractor's own internal holiday policy. Holidays are not billed under the task order unless the contract employee works the holiday. **Do not include holidays in the total verified on the timesheet unless the employee worked that day.** If so, please annotate "Actually worked holiday" on the timesheet. If you do include the unworked holiday in the total, you will be billed.

Interviews: Hiring is the sole responsibility of the contractor. The government may review resumes for technical and professional categories where specific expertise is required. At no time will the government interview contractor employees. A government representative may observe during an interview conducted by the contractor to answer questions concerning the task order requirements.

ID cards/card keys: It is up to the customer agency whether the contract employee will be issued an ID or keys. If ID/keys will be issued, it should be noted in Block 14 of the task order.

Overtime: Contract employees may work overtime, but the requirement must be stated in or added to the task order so that the customer can certify funds availability and be obligated by the Contracting Officer Technical Representative to the contractor.

Quality Assurance Surveillance Plan: A QASP is required for every task order. This plan is used by both the government and the contractor to measure the contract deliverables for completeness, correctness and compliance with the requirements in the task order statement of work. If the contractor does not meet the standards outlined you need to immediately notify the FedSource COTR.

Performance Based Task Order: Method of contracting where the Government defines the results it's seeking, rather than the process by which those results are attained. Also included are the standards against which contractor performance will be measured and positive and/or negative incentives.

Personal services: Specifically excluded from this contract and are performed through an employer-employee relationship created between the Government and contract personnel. Such a relationship is usually typified through virtually continuous supervision and control of contract personnel by a Government employee.

Privately Owned Vehicles (POV): A contract employee may use his/her own vehicle for travel, if specified in the task order, and be reimbursed in accordance with the JTR. Requesting agency should verify the expense report before the contract employee submits to the contractor.

Safety limitations: The contractor provides their light industrial employees (laborers, janitors, etc.) safety guidelines such as not lifting over 25 pounds, not working on ladders, not working at harbors. If you have a question about your working conditions, FedSource can provide more details. Although there are limitations, the contractor is flexible. If the task order specifies what the contract employee is expected to do, FedSource can negotiate with the contractor to approve exceptions. Any changes in working conditions should also be coordinated through FedSource.

Sick leave: Contract employees are not entitled to sick leave under the Service Contract Act.

Supervision: To be provided by the contractor. This includes monitoring employee performance, effecting necessary employee disciplinary actions, dealing with conduct issues, and awards. Any problems with performance, attendance, personal problems, etc. should be referred to the contractor, who will deal with their employee.

Task Order: Submitted to FedSource after approval by agency approving official. If the task(s) or scope of the task(s) is altered, the task order must be modified, approved and submitted to FedSource before any new work is assigned. Assignment of tasks and related activities should be channeled through the Agency Project Officer designated on the task order.

Timesheets: The Project Officer, or his appointed designee, is responsible for verifying contract employee hours worked by signing the contractor's weekly timesheet. The correct total hours and minutes needs to be entered in multiple places. If you add and enter the wrong total, you

may be billed for the incorrect hours. The PO can pull the Customer Copy for their records. These timesheets will be treated as receiving reports. When signed, they are certifying/accepting the deliverables under the task order. Acceptance includes: services performed have met the quality requirements specified in the task order and QASP; the quantity of work meets the minimum requirements established in the task order and QASP; the contract employee has met all deadlines identified in the task order and QASP.

Training: The Government cannot fund any training that is not specific to the task order under which the contract employee is performing. Contractors provide their employees with information on such matters as EEO, sexual harassment, safety, and drugs/violence in the workplace, as these are personnel issues.

Travel: If required for a contract employee, authorization must be contained in the original task order or added by amendment. Be specific as to mode of transportation, reporting and completion dates and times, rental car or POV. Limitations on food and lodging and POV will be determined in accordance with the JTR. Requesting agency must verify the contract employee's expense report before submission to the contractor. Keep travel time outside normal work hours to a minimum.

Unforeseen Facility Closure: Contract employees are not entitled to administrative leave. If an agency decision to close is made before working hours, the contract employee should be contacted by the project officer (customer) or have been given a phone number to call for pre-recorded reporting instructions. The Contractor is not required to perform any services on the day of the closure and shall receive no payment unless the services are designated as essential on the task order during facility closures. In the event of a partial day unforeseen Government facility closure, the project officer will notify the Contractor within one hour after notification of the facility closure is received. Payment of a partial day closure will be made for the actual time worked. Exceptions are made for states with laws requiring payment for show-up time.

Vacation: Non-exempt contract employees are eligible for vacation after one year. The contract employee informs the contractor of the time period he/she wishes to take. The contractor calls the customer to see if this is agreeable and also asks if a replacement is needed for the vacation period. Exempt contract employees fall under the contractor's own internal vacation policy.

I have read the above information and agree to abide by the terms and conditions specified.

Project Officer's Name: _____

Agency: _____

Date: _____

RETURN THIS SIGNATURE PAGE TO THE FEDSOURCE OFFICE